



State of New Jersey
GOVERNMENT RECORDS REQUEST FORM



Township of Readington
 509 Route 523
 Whitehouse Station, NJ 08889
 PHONE: 908-534-4051
 FAX: 908-534-5909
 EMAIL: opra@readingtontwp-nj.org

IMPORTANT NOTICE

The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.

Requester Information—PLEASE PRINT

Name: _____
 Company: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Daytime Phone: _____ Fax: _____
 Email Address: _____
 Preferred Delivery: Pick Up _____ Mail _____ Email _____ On Site Inspection: _____
Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, or any other state.
 Signature: _____ Date: _____

Payment Information

Maximum Authorization Cost:

Fees Per Page:
 Letter size copies @ .05
 Legal size copies @ .07
 (or larger)
 Delivery: Postage fees additional
 depending upon delivery type.
 Extras: Extraordinary service fees
 dependent upon request

Information Requested:

_____ Review / Copy of **Minutes** (specify Board, date, topic or identifying information): _____

 _____ Review / Copy of **Ordinance or Resolution** (specify date, number or identifying information): _____

 _____ License Information: _____
 _____ **OTHER: Review / Copy (circle one)** _____

 Information on a Specific Property: Address _____ Block _____ Lot _____

MUNICIPAL USE ONLY

Tracking No.: _____	Cost: _____	Custodian Disposition Notes: <i>If any part of request cannot be delivered in 7 business days, detail reasons here.</i>
Date Received: _____	Deposit: _____	
Date Ready: _____	Balance Due: _____	
Total Pages: _____	Balance Paid: _____	
Records Custodian Signature: _____		
	In Progress: _____	Open: _____
	Denied: _____	Closed: _____
	Filed: _____	Closed: _____
	Partial: _____	Closed: _____

Requesting Access to Government Records under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

1. This form can only be used to submit records requests to the *Township of Readington*.
2. To request access to government records under OPRA, complete all required portions of this form and deliver during regular business hours in person, by fax, or email to the custodian of the record requested. Your request is not considered filed until the appropriate custodian of the record requested has received a completed form. If you submit the request form to any other officer or employee of the *Township of Readington*, that officer or employee may not have the authority to accept your request form on behalf of the *Township of Readington* and your request will be directed to the appropriate division custodian. The seven (7) business day response will not commence until the proper custodian reviews the request to determine if it is complete.
3. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the records request form, or attempt to make a request for access by telephone or fax. The Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
4. The fees for duplication of government records in printed form are listed on the front of this form. We will notify you of any special charges, service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the *Township of Readington*.
5. If it is necessary for the records custodian to contact you concerning your request, providing identifying information, such as your name, address and telephone number is required. Where contact is not necessary, anonymous requests are permitted. Anonymous requests for personal information are not honored.
6. You may be charged a 50% or other deposit when a request for copies exceeds \$25. The records custodian will contact you with any deposit requirements. You agree to pay the balance due upon delivery of the records. Anonymous requests, when permitted, require a deposit of 100% of estimated fees.
7. The custodian will deny access to a person who has been convicted of an indictable offense in New Jersey, or any other state, and seeking records containing personal information pertaining to the victim or victim's family.
8. By law, the records custodian must notify you within seven (7) business days if a request has been granted or denied, provided the record is available. If the record is not available, you will be advised within seven (7) business days. You may agree with the custodian to extend the time for making records available.
9. You may be denied access to a government record if your request would substantially disrupt agency operations and the records custodian is unable to reach a reasonable solution with you.
10. If the records custodian is unable to comply with your request, the reasons will be indicated on the request form and you will be sent a signed and dated letter.
11. Except as otherwise provided by law or by agreement, if the records custodian fails to respond to you within seven (7) business days, the failure to respond will be considered a denial of your request.
12. If the records request has been denied or unfilled within the time permitted by law, you have a right to challenge the decision to deny access. You may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by phone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ 08625 or by email at grc@dca.state.nj.us, or at the GRC website: www.state.nj.us/grc. The GRC can also answer other questions about the law.
13. Information provided on this form may be subject to disclosure under the Open Public Records Act (OPRA).